

MINUTES

HOUSTON FIRST CORPORATION

HOTEL COMMITTEE

January 3, 2019 – 2:00 P.M.

Partnership Tower, 701 Avenida de las Americas, Ste. 200

Houston, Texas 77010

HFC BOARD ROOM

The Hotel Committee ("Committee") of Houston First Corporation (the "Corporation" or "HFC"), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV'T. CODE ANN. §394.001 et seq., posted a meeting at Partnership Tower, 701 Avenida de las Americas, Ste. 200, Houston, Harris County, Texas, 77010, on Thursday January 3, 2019, commencing at 2:00 p.m.

Written notice of the meeting including the date, hour, place and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.

The following Hotel Committee members were present for the meeting: David Solomon (Chair), Katy Caldwell (Vice Chair), David Minberg, and George DeMontrond.

The meeting was called to order at 2:01 p.m. and a quorum was established.

1. **Public Comments.** None.
2. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the meeting minutes of December 17, 2018 were approved as presented.
3. **Committee Business.**
 - A. **Consideration of and possible recommendation of a Hotel Asset Management Services Agreement with CHMWarnick, LLC.** Mitch Miskowski, Purchasing Agent, introduced Chad Sorenson, Kristie Dickinson, and Joe DeFrank of CHMWarnick.

Chad Sorenson, Managing Director of CHMWarnick, gave some background information on the firm and discussed their approach to hotel asset management. CHMWarnick specializes in working with large convention center hotels and municipality owned assets. They also invest heavily in technology and experienced personnel. Mr. Sorenson stated that he looks forward to working collaboratively with the Hilton Americas-Houston Hotel and HFC staff.

David Minberg asked what specific ideas CHMWarnick had to improve the Hilton. Mr. Sorenson discussed maximizing use of the lobby area and integration of the exterior space.

George DeMontrond asked about the firm's fee arrangement and other public clientele.

Katy Caldwell asked how the firm planned to utilize its subcontractor. Roger Harris clarified that the firm identified did not satisfy the HFC Diversity Program requirements and CHMWarnick was looking to find another firm.

David Solomon emphasized the importance of maintaining the culture established by the hotel.

A motion was made to recommend the Hotel Asset Management Services Agreement with CHMWarnick, LLC. The motion passed.

B. Consideration and possible recommendation of a Project Management Agreement with Jones Lang LaSalle Americas, Inc. for the Hilton Americas-Houston Hotel Guestroom Renovation Project.

Mitch Miszkowski introduced Lori Horvath, Managing Director of Jones Lang LaSalle, Dennis Patchakos, Sr. Vice President, Quintin Ward, Sr. Project Manager, and Edgartt Melton, President of 7th Echelon LLC.

Ms. Horvath provided a brief introduction and all members of the project team discussed their roles and responsibilities related to the project.

David Mincberg asked about the availability of the project team and how often they would be on-site during the renovation.

Katy Caldwell asked about the risks involved with the project. Mr. Patchakos stated that it was important to maintain the project schedule and communicate with hotel staff to minimize any disruptions in operations. Additionally, Mr. Ward noted the importance of obtaining all necessary permits and coordinating inspections.

A motion was made to recommend the Project Management Agreement with Jones Lang LaSalle Americas, Inc. for the Hilton Americas-Houston Hotel Guestroom Renovation Project. The motion passed unanimously.

C. Consideration and possible recommendation of a Work Authorization with M. Arthur Gensler Jr. & Associates d/b/a Gensler for the Hilton Americas-Houston Hotel Guestroom Renovation Project.

Mitch Miszkowski discussed the Request for Qualifications ("RFQ") issued by HFC for architectural services at various HFC facilities. M Arthur Gensler Jr. & Associates d/b/a/ Gensler was selected to complete a pilot project at the Hilton Americas-Houston Hotel.

Gensler was selected to complete the guestroom renovation project and has agreed to meet a 40% diversity goal for the project.

Robert Tai of Gensler discussed his experience with previous projects at the Hilton Americas-Houston Hotel and Larry Hunt, Owner of Hunt & Hunt Engineering, discussed his experience with other downtown projects.

A motion was made to recommend a Work Authorization with M. Arthur Gensler Jr. & Associates d/b/a Gensler for the Hilton Americas-Houston Hotel Guestroom Renovation Project. The motion passed unanimously.

5. **Adjournment.** The meeting was adjourned at 3:15 p.m.